



# Department of Defense INSTRUCTION

DoD-1332.36

February 14, 1994  
NUMBER 1332.36

Change is A298157

ASD(P&R)

SUBJECT: Preseparation Counseling For Military Personnel

- References:
- (a) Assistant Secretary of Defense (Personnel and Readiness) Memorandum, "Transition Assistance Program Preseparation Counseling," November 5, 1993 (hereby canceled)
  - (b) DoD Directive 1332.35, "Transition Assistance For Military Personnel," December 9, 1993
  - (c) Public Law 101-510, "National Defense Authorization Act for Fiscal Year 1991," November 5, 1990, as amended
  - (d) Public Law 102-484, "National Defense Authorization Act for Fiscal Year 1993," October 23, 1992, as amended
  - (e) through (j), see enclosure 1

## A. PURPOSE

This Instruction supersedes reference (a), and establishes policy, assigns responsibilities, and prescribes procedures for the conduct of the Transition Assistance Program preseparation counseling, as provided by references (b), (c), (d), and (e) for active duty Service members and their spouses.

## B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands; and the Defense Agencies (hereafter referred to collectively as "the DoD Components"). The term "Military Services" as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.
2. All active duty Service members and their spouses.

## C. DEFINITION

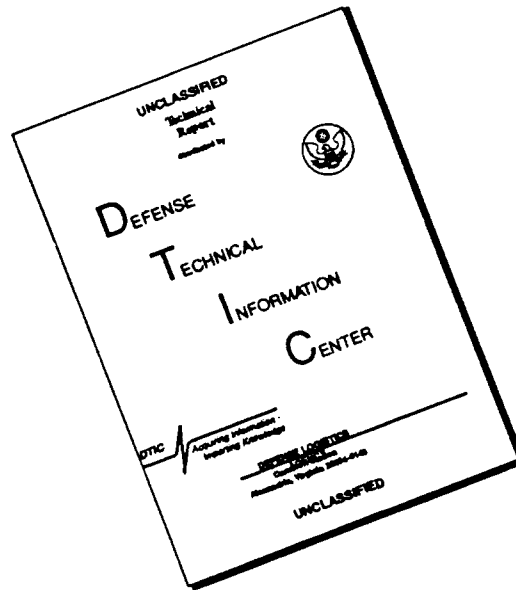
Transition Assistance Program Counselor. A person charged with the responsibility of conducting transition programs. Examples include personnel assigned to family centers, military personnel offices, unit transition counselors, and as command career counselors.

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**SUPPLEMENTARY**

**INFORMATION**

# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER

1332.36, Change 1

DATE

January 6, 1995

DISTRIBUTION

1000 Series

ATTACHMENTS

3 Pages

ERRATA

### INSTRUCTIONS FOR RECIPIENTS

The following pen changes to DoD Instruction 1332.36, "Preseparation Counseling For Military Personnel," February 14, 1994, are authorized:

### PEN CHANGES

#### Page 2

Subsection E.1. Change "Assistant" to "Under"

Paragraph E.2.b., line 1. Change "Assistant" to "Under"

#### Page 8

Section G., line 2. Change "Assistant" to "Under"

Signature block, line 2. Change "Assistant" to "Under"

#### Enclosures

Line 1. Change "2" to "3"

Add new enclosure "3. Transition Benefits Eligibility Chart"

### PAGE CHANGES

Remove: Pages 3 and 4

Insert: Attached replacement pages and new enclosure page 3-1

Changes appear on page 3 and are indicated by marginal asterisks.

### EFFECTIVE DATE

The above changes are effective immediately. Forward one copy of revised implementing documents to the Under Secretary of Defense for Personnel and Readiness within 120 days.

  
BEVERLY WHITEHEAD

Director  
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

2. Transition Assistance Program Counselors shall use DD Form 2648, "Preseparation Counseling Checklist," (enclosure 1) to document preseparation counseling and it shall be signed by the Service member and his or her counselor. A signed original of the DD Form 2648 shall be placed in the Service record of each member, and retained as a part of the permanent record.

3. The Military Services shall ensure separating Service members assigned to remote locations, or other sites where it is not possible to obtain face-to-face preseparation counseling, are allowed access to a Transition Assistance Program Counselor, regardless of Service affiliation, through Service-funded TDY/TAD of the Service member or Counselor, whenever possible. The Service member's command is responsible for ensuring that face-to-face preseparation counseling and DoD and/or Service publications are available to its personnel. At a minimum, in no case shall a Service member be separated without having the opportunity to review applicable DoD or Service publications describing transition services and benefits and sign DD Form 2648. Transition Assistance Program Counselors at separation sites for Service members assigned to remote locations or other sites where it is not possible to obtain face-to-face counseling, shall review the DD Form 2648 with separating Service members and sign it. The signed original of the form shall then be filed in the Service record.

\* 4. Preseparation counseling shall consist of briefings on transition services and the \*  
\* separation benefits in the chart at enclosure 3 and discussed in paragraphs F.4.a. through \*  
\* F.4.k., below. Transition Assistance Program counselors shall use the Service member's \*  
\* projected Separation Program Designation (SPD) code, characterization of service, and \*  
\* the chart at enclosure 3 to help ensure that they correctly counsel Service members being \*  
\* involuntarily separated under other than adverse conditions, or those voluntarily separating \*  
\* under the Special Separation Benefit (SSB) or Voluntary Separation Incentive (VSI) \*  
\* programs, on their separation benefits. In some cases, public law requires separating \*  
Service members to apply for a benefit within a specified period of time. Applicable time  
limits are specified in paragraphs 4.a. through 4.k., below, and start on the Service  
member's date of separation or after verification of eligibility (upon completion of a DD  
Form 1173, "Uniformed Services Identification and Privilege Card," whichever is later.)  
See the Assistant Secretary of Defense for Force Management and Personnel  
Memorandum (reference (f)) for additional guidance on verification of eligibility.

a. Assistance with creating and executing a detailed individual transition plan. The plan shall include, but not be limited to, the following:

(1) The Service member's (and spouse as desired) post-military Service employment, education, training, and/or other objectives.

(2) The transition services the Service member and spouse will need to help them achieve their objectives, and transition benefits for which the member is eligible.

(3) Which installation or community agency will deliver the services or benefits, their location, point of contact, and telephone number.

(4) When the services will be delivered.

(5) Other available counseling or services that the Service member indicates will be needed to assist with his or her transition.

b. Effects of a career change (for example, change in personal identity, stress, and impact on other family members).

c. Employment assistance, to include but not limited to, the following:

(1) Importance and use of DD Form 2586, "Verification of Military Experience and Training." Ideally, Service members shall receive this form at least 120 days before their separation date. Transition Assistance Program Counselors shall encourage Service members to use this information to assist them in converting their military training and skills into language civilian employers will understand.

(2) Department of Labor Transition Assistance Program Workshop and Service or installation-sponsored transition assistance programs and seminars.

(3) Defense Outplacement Referral System (DORS). Transition Assistance Program Counselors shall encourage Service members to use this electronic link to employers, as well as ensuring they explain to separating Service members the importance of using all available job-hunting tools.

(4) Public And Community Service. Transition Assistance Program Counselors shall encourage separating Service members to consider public and community service as an employment option and advise Service members that registration for public and community service is mandatory for early retirement under Pub. L. No. 102-484, Section 4403 (reference (d)).

(5) Transition Bulletin Board (TBB). Transition Assistance Program Counselors shall advise Service members of the availability of job announcements and other transition-related services announced on the TBB, and the importance of periodically reviewing the TBB.

(6) Special placement programs such as teacher and teacher aide certification and placement program. Transition Assistance Program Counselors shall ensure they provide eligible separating Service members with information about special placement programs. Information shall include, as a minimum, basic eligibility requirements for these programs, points of contact for obtaining further guidance, and application procedures.

(7) Federal employment opportunities. Transition Assistance Program Counselors shall advise separating Service members of the availability of information regarding Federal employment opportunities, and shall provide information to interested Service members.

# TRANSITION BENEFITS ELIGIBILITY CHART

January 6, 1995  
1332.36 (Enc1 3)

IF SERVICE MEMBER IS:	AND THE SEPARATION PROGRAM DESIGNATION (SPD) CODE IS:	THEN SERVICE MEMBER MAY BE ELIGIBLE FOR (1):									
		1-YEAR HOUSE-HOLD GOODS STORAGE	HOME OF SELECTION MOVE	180-DAY EXTENSION IN MILITARY FAMILY HOUSING	COMMISSARY AND EXCHANGE PRIVILEGES FOR 2 YEARS	MONTGOMERY GI BILL ENROLLMENT OR VETERANS EDUCATION ASSISTANCE PROGRAM CONVERSION	MEDICAL AND DENTAL CARE	PRIORITY AFFILIATION WITH THE GUARD OR RESERVE	CONTINUED HEALTH INSURANCE, INCLUDING PRE-EXISTING CONDITIONS COVERAGE	ONE-TIME NAF HIRING PREFERENCE	EXTENSION IN DODDS FOR CHILDREN IN THEIR SENIOR YEAR
SEPARATING UNDER THE VSI/SSB PROGRAM	FCA/KCA/MCA/FCB/KCB/MCB	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
INVOLUNTARILY SEPARATING UNDER OTHER THAN ADVERSE CONDITIONS (2)	(See footnote 3)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

## NOTES:

1. Transition assistance program counselors should provide specific benefit eligibility information to Service members or refer them to the appropriate office for further information.
2. Military Service members shall be considered to be involuntarily separated if he or she was on active duty or full time National Guard duty on September 30, 1990 or on or after November 30, 1993, and have been separated under other than adverse conditions. "Under other than adverse conditions" is defined as service characterized as "Honorable" or "General (under honorable conditions)".
3. JBB/LBB/JBC/LBC/LBD/JBK/LBK/JBM/LBM/LCC/JCP/BCR/GCR/HCR/JCR/LCR/JDF/BDG/GDG/HDG/JDG/LDG/BDK/GDK/HDK/JDK/GFC/HFC/JFC/LFC/JFF/LFG/JFH/LFH/JFL/JFM/JFN/JFQ/JFR/BFT/GFT/HFT/JFT/LFT/BFV/GFV/HFV/JFV/JFW/BFX/GFX/HFX/JFX/JGB/LGB/LGC/GGH/HGH/JGH/LGH/GJ/BHF/HHF/JHF/JND/LND/BRB/GRB/HRB/JRB

#### D. POLICY

It is DoD policy that:

1. Preseparation counseling shall be made available at least 90 days before separation to all Service members who are being discharged, retired, or otherwise released from active duty (hereafter referred to collectively as "separating Service members").
2. The purpose of preseparation counseling is to ensure all active duty separating Service members have the opportunity to be made aware of the transition services and benefits available to assist them and their spouses in adjusting to civilian life.

#### E. RESPONSIBILITIES

1. The Assistant Secretary of Defense for Personnel and Readiness shall:
  - a. Monitor and evaluate the effectiveness of preseparation counseling.
  - b. Modify and reissue policy guidance, as required.
2. The Secretaries of the Military Departments shall:
  - a. Ensure compliance with this Instruction.
  - b. Coordinate with the Assistant Secretary of Defense for Personnel and Readiness before promulgating preseparation counseling policies or regulations.

#### F. PROCEDURES

1. The Military Services shall develop procedures to ensure separating Service members are identified as early as possible to their respective Transition Assistance Program Counselors. The following procedure, or a similar one, shall be developed:
  - a. Each quarter, Transition Assistance Program Counselors shall be provided a listing of:
    - (1) Projected separations for the next 6 months.
    - (2) Actual separations for the previous quarter.
  - b. Transition Assistance Program Counselors shall use this data to help ensure separating Service members are afforded the opportunity to receive preseparation counseling and use transition assistance programs. Counselors shall advise unit commanders if separating personnel are not being afforded the opportunity to receive preseparation counseling.



2. Transition Assistance Program Counselors shall use DD Form 2648, "Preseparation Counseling Checklist," (enclosure 1) to document preseparation counseling and it shall be signed by the Service member and his or her counselor. A signed original of the DD Form 2648 shall be placed in the Service record of each member, and retained as a part of the permanent record.

3. The Military Services shall ensure separating Service members assigned to remote locations, or other sites where it is not possible to obtain face-to-face preseparation counseling, are allowed access to a Transition Assistance Program Counselor, regardless of Service affiliation, through Service-funded TDY/TAD of the Service member or Counselor, whenever possible. The Service member's command is responsible for ensuring that face-to-face preseparation counseling and DoD and/or Service publications are available to its personnel. At a minimum, in no case shall a Service member be separated without having the opportunity to review applicable DoD or Service publications describing transition services and benefits and sign DD Form 2648. Transition Assistance Program Counselors at separation sites for Service members assigned to remote locations or other sites where it is not possible to obtain face-to-face counseling, shall review the DD Form 2648 with separating Service members and sign it. The signed original of the form shall then be filed in the Service record.

4. Preseparation counseling shall consist of briefings on the transition services and benefits listed in paragraphs 4.a. through 4.k., below. In some cases, public law requires separating Service members to apply for a benefit within a specified period of time. Applicable time limits are specified in paragraphs 4.a. through 4.k., below, and start on the Service member's date of separation or after verification of eligibility (upon completion of a DD Form 1173, "Uniformed Services Identification and Privilege Card," whichever is later.) See the Assistant Secretary of Defense for Force Management and Personnel Memorandum (reference (f)) for additional guidance on verification of eligibility.

a. Assistance with creating and executing a detailed individual transition plan. The plan shall include, but not be limited to, the following:

(1) The Service member's (and spouse as desired) post-military Service employment, education, training, and/or other objectives.

(2) The transition services the Service member and spouse will need to help them achieve their objectives, and transition benefits for which the member is eligible.

(3) Which installation or community agency will deliver the services or benefits, their location, point of contact, and telephone number.

(4) When the services will be delivered.

(5) Other available counseling or services that the Service member indicates will be needed to assist with his or her transition.

b. Effects of a career change (for example, change in personal identity, stress, and impact on other family members).

c. Employment assistance, to include but not limited to, the following:

(1) Importance and use of DD Form 2586, "Verification of Military Experience and Training." Ideally, Service members shall receive this form at least 120 days before their separation date. Transition Assistance Program Counselors shall encourage Service members to use this information to assist them in converting their military training and skills into language civilian employers will understand.

(2) Department of Labor Transition Assistance Program Workshop and Service or installation-sponsored transition assistance programs and seminars.

(3) Defense Outplacement Referral System (DORS). Transition Assistance Program Counselors shall encourage Service members to use this electronic link to employers, as well as ensuring they explain to separating Service members the importance of using all available job-hunting tools.

(4) Public And Community Service. Transition Assistance Program Counselors shall encourage separating Service members to consider public and community service as an employment option and advise Service members that registration for public and community service is mandatory for early retirement under Pub. L. No. 102-484, Section 4403 (reference (d)).

(5) Transition Bulletin Board (TBB). Transition Assistance Program Counselors shall advise Service members of the availability of job announcements and other transition-related services announced on the TBB, and the importance of periodically reviewing the TBB.

(6) Special placement programs such as teacher and teacher aide certification and placement program. Transition Assistance Program Counselors shall ensure they provide eligible separating Service members with information about special placement programs. Information shall include, as a minimum, basic eligibility requirements for these programs, points of contact for obtaining further guidance, and application procedures.

(7) Federal employment opportunities. Transition Assistance Program Counselors shall advise separating Service members of the availability of information regarding Federal employment opportunities, and shall provide information to interested Service members.

(8) One-time hiring preference for nonappropriated fund jobs. Transition Assistance Program Counselors shall advise involuntarily separating personnel meeting the criteria outlined in Pub. L. No. 101-510, Section 502, as amended (reference (c)), or personnel who are voluntarily separating under Pub. L. No. 102-190, Section 661 (Special Separation Benefit (SSB)) or Section 662 (Voluntary Separation Incentive (VSI)), as amended (reference (g)), that they shall receive preference one time for nonappropriated fund jobs.

(9) Job Fairs. Job fairs, which bring together civilian employers interested in hiring former military personnel, are sponsored by installations, communities, veteran service organizations, and overseas, by the Department of Defense. Transition Assistance Program Counselors shall encourage separating Service members to attend as many fairs as possible.

(10) State employment agency services and America's Job Bank.

d. Relocation assistance, including but not limited to:

(1) Excess leave or permissive temporary duty (TDY)/permissive temporary assigned duty (TAD). Service members may request excess leave or permissive TDY/TAD, but not both.

(2) Travel and transportation allowances. Service members are eligible for shipment and one year storage of household goods and home of selection move. Those Service members separating with less than eight years service or those discharged under adverse conditions are eligible to request shipment of household goods and six months storage of household goods and home of record move.

(3) Continued use of military family housing for up to 180 days after separation on a space available basis, subject to Status of Forces Agreements overseas. Extensions apply to Service members involuntarily separating from active duty meeting the criteria outlined in Pub. L. No. 101-510, Section 502, as amended (reference (c)), or personnel separated under Pub. L. No. 102-190, Section 661 (SSB), or Section 662 (VSI), as amended (reference (g)), and who were separated during the nine year period beginning October 1, 1990. Service members remaining in military family housing shall be charged rent equivalent to the Basic Allowance for Quarters and Variable Housing Allowance or Overseas Housing Allowance for that location and their former pay grade.

(4) Commissary and exchange privileges. Personnel involuntarily separating from active duty who meet the criteria outlined in Pub. L. No. 101-510, Section 502, as amended (reference (c)), or personnel who are voluntarily separated under Pub. L. No. 102-190, Section 661 (SSB), or Section 662 (VSI), as amended (reference (g)), and who were separated during the nine year period beginning October 1, 1990, shall be extended commissary and exchange privileges for a period of two years after separation, subject to the Status of Forces Agreements overseas.

(5) Department of Defense Dependents Schools extensions, subject to Status of Forces Agreements overseas, and providing each child has completed the 11th grade by the Service member's date of separation. Extensions apply to the dependents of Service members involuntarily separating from active duty who meet the criteria outlined in Pub. L. No. 101-510, Section 502, as amended (reference (c)), or personnel who are voluntarily separated under Pub. L. No. 102-190, Section 661 (SSB), or Section 662 (VSI), as amended (reference (g)), and who were separated during the nine year period beginning October 1, 1990.

e. Education and training assistance, to include but not limited to:

(1) Pub. L. No. 98-525 (1984), as amended (reference (h)), (commonly referred to as the "Montgomery G.I. Bill"), and Pub. L. No. 94-502 (1976), as amended (reference (i)), (commonly referred to as the "Veterans' Educational Assistance Program").

(2) Job training opportunities under Pub. L. No. 97-300 (1982), as amended, (commonly referred to as the "Job Training Partnership Act"), reference (j)). Members have 180 days after separation to apply, and shall be encouraged to check on their eligibility with their State employment office before they separate from active duty.

(3) Service Members Occupational Conversion and Training Program. Service members must not have been discharged under other than honorable conditions after August 1, 1990 and must have served on active duty for more than 90 days or have been released because of a service-connected disability. In addition, Service members must meet one of the following criteria: have a primary or secondary military occupational specialty which is not readily transferable to the civilian workforce, or be unemployed at the time of application for 8 of the 15 weeks immediately prior to application, or be entitled to compensation from the Department of Veterans Affairs for a service-connected disability rated 30 percent or more or would be if not for receipt of military retired pay. Transition Assistance Program Counselors shall encourage eligible Service members to contact the local Department of Veterans Affairs regional office to apply.

(4) Importance and use of DD Form 295, "Application for the Evaluation of Learning Experiences During Military Service." This form assists post secondary civilian educational institutions in evaluating and awarding academic credit for military education and training.

f. Transitional healthcare and life insurance.

(1) Separating Service members are eligible to purchase continued health insurance for a period of 18 months, including pre-existing conditions coverage. They are eligible for Department of Veterans Affairs (VA) care. Separating Service members shall also be made aware that dental care insurance under the DELTA Dental Plan does

not continue after separation. Separating Service members are also eligible to convert their Servicemen's Group Life Insurance to Veteran's Group Life Insurance.

(2) Service members involuntarily separating from active duty meeting the criteria outlined in Pub. L. No. 101-510, Section 502 (reference (c)), or personnel who are voluntarily separating under Pub. L. No. 102-190, Section 661 (SSB), or Section 662 (VSI), as amended, (reference (g)), who were separated during the nine year period beginning October 1, 1990, and who have fewer than six years of service and their dependents are eligible for 60 days of transitional healthcare, to include services and benefits normally covered by the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). Service members separating under the previously listed provisions who have six or more years of service and their dependents are eligible for 120 days of transitional healthcare, to include services and benefits normally covered by CHAMPUS. Transitional healthcare starts on the Service member's date of separation, is not retroactive, and is provided on the same priority as to dependents of active duty personnel.

**f. Finances.**

(1) Financial management assistance includes, but is not limited to, counseling on financial management, unemployment compensation, VA loans, other Government grants and loans, and recoupment of separation pay for retired pay or disability compensation, and the related tax effects of the pay or recoupment.

(2) Separation Pay. Service members may be eligible for severance pay, separation pay and pay at separation. Severance pay and separation pay eligibility and amounts are determined by the type of separation, i.e., involuntarily separated or voluntarily separated under VSI or SSB. Service members may also be eligible for final pay at separation that consists of earned entitlements and pay for accumulated leave. That amount will be reduced by taxes withheld, outstanding balances on advance pay received, unearned bonus recoupment and other debts. In addition, some transactions may be in process that could result in additional payments to the Service member after separation or create a debt. Service members are responsible for repayment to the Government of all debts owed.

g. Counseling for all separating Service members on National Guard and Reserve opportunities. In addition, Service members separating from active duty during the nine year period beginning October 1, 1990, have priority affiliating with the National Guard or Reserve over other equally qualified applicants for existing or projected vacancies within the unit to which the separating Service member applies. This priority applies to Service members who apply to become a member of a National Guard or Reserve unit within one year of their separation.

h. Disabled veterans benefits, including but not limited to the Disabled Transition Assistance Program and VA disability benefits.

i. Use of revenue-generating (for example, clubs, bowling centers, golf courses) Morale, Welfare, and Recreation facilities. Service members who, upon separation, will be entitled to a DD Form 2, "Armed Forces of the United States Geneva Convention Identification Card (Reserve)," and/or DD Form 1173-1, "Department of Defense Guard and Reserve Family Member Identification Card" shall be permitted to use Morale, Welfare, and Recreation revenue-generating facilities.

j. State and territory of residence veteran's assistance programs. Many states and territories offer financial help and programs to veterans unique to that state or territory. Transition Assistance Program Counselors shall encourage separating Service members to seek out and utilize this assistance to further their transition to civilian life.

k. Other topics, as appropriate.

5. Transition Assistance Program Counselors shall refer Service members and their families, as appropriate, to the applicable agency for additional in-depth counseling on the subjects outlined in paragraph F.4.a. through F.4.k., above, or provide the in-depth counseling themselves.

#### **G. EFFECTIVE DATE AND IMPLEMENTATION**

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense for Personnel and Readiness within 120 days.



Edwin Dorn  
Assistant Secretary of Defense  
(Personnel and Readiness)

#### **Enclosures - 2**

1. References
2. DD Form 2648, "Preseparation Counseling Checklist"

REFERENCES, continued

- (e) Public Law 103-160, "National Defense Authorization Act for Fiscal Year 1994," November 30, 1993
- (f) Assistant Secretary of Defense (Force Management and Personnel) Memorandum, "Policy Changes for Transition Assistance Initiatives," June 7, 1991
- (g) Public Law 102-190, "National Defense Authorization Act for Fiscal Years 1992 and 1993," December 5, 1991, as amended
- (h) Public Law 98-525, "National Defense Authorization Act for Fiscal Year 1985," October 19, 1984, as amended
- (i) Public Law 94-502, "Veterans' Education and Employment Assistance Act of 1975," October 15, 1976, as amended
- (j) Public Law 97-300, "Job Training Partnership Act," October 13, 1982, as amended

## PRESEPARATION COUNSELING CHECKLIST

(Please read Privacy Act Statement on back before completing this form.)

SECTION I. Please indicate (by checking YES or NO) whether you or your spouse (if applicable) desire counseling for the following services and benefits. All benefits and services checked YES should be used in developing your ITP. The following services and benefits are available to all Service members, unless otherwise specified.

	SERVICE MEMBER			SPOUSE			REFERRED TO
	YES	NO	N/A	YES	NO	N/A	(Input is optional)
1. INDIVIDUAL TRANSITION PLAN (ITP)	<input checked="" type="checkbox"/>						FSC 8NOV/0800
2. EFFECTS OF A CAREER CHANGE		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		NO PROBLEMS!
3. EMPLOYMENT ASSISTANCE	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			PART TIME SPOUSE → SCHOOL
a. Dept. of Labor sponsored Transition Assistance Program and Service sponsored Transition Seminars/Programs	<input checked="" type="checkbox"/>						16-18 NOV REC CENTER/0800
b. Use of DD Form 2586 (Verification Certification of Military Experience and Training)	<input checked="" type="checkbox"/>						RECEIVED 26 OCT
c. Defense Outplacement Referral System (DORS)	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	INACT OCT 26
d. Public and Community Service (PACS)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			PART TIME INACT OCT 26
e. Transition Bulletin Board (TBB)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			REVIEWED OCT 26
f. Teacher and Teacher's Aid Placement/Certification Program		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
g. Federal Employment Opportunities		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
h. Hiring Preference in Non-Appropriated Fund (NAF) jobs (VSI, SSB, Eligible Involuntary Separates)		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
i. State Employment Agencies/Interstate Job Bank	<input checked="" type="checkbox"/>						1-800-563-1900 NY S
4. RELOCATION ASSISTANCE							
a. Excess leave and permissive (TDY/TAD)	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
*b. Travel and transportation allowances	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	TMO/AFO-OK
*c. Military family housing extension (VSI, SSB, Eligible Involuntary Separates)		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
*d. Commissary and exchange benefits extension (VSI, SSB, Eligible Involuntary Separates)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			FSC 8NOV/0800
*e. DODDS school extension (Eligible Involuntary Separates Only)			<input checked="" type="checkbox"/>				NO CHILDREN
5. EDUCATION/TRAINING							
a. Education benefits (Montgomery Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)	<input checked="" type="checkbox"/>						BLDG 100 NOV 19 1530 DR DAVIS
b. Job Training Partnership Act (JTPA) (VSI, SSB, Eligible Involuntary Separates)		<input checked="" type="checkbox"/>					
c. Additional education or training options		<input checked="" type="checkbox"/>					
6. HEALTH AND LIFE INSURANCE							
a. 60-day or 120-day extended Military Medical and Dental benefits (VSI, SSB, Eligible Involuntary Separates)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			MS SMITH BLDG 79/5-5113
b. Option to purchase 18-month conversion health insurance	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			
c. Concurrent pre-existing condition coverage with purchase of conversion health insurance (VSI, SSB, Eligible Involuntary Separates)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			
d. Veterans' Group Life Insurance	<input checked="" type="checkbox"/>						MPO/19NOV/0900
7. FINANCES							
a. Financial Management	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			PEMP/FSC/8NOV 1000
b. Separation pay (VSI, SSB, Eligible Involuntary Separates)	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
c. Unemployment compensation	<input checked="" type="checkbox"/>						1-800-222-3320 NY
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)							
8. RESERVE AFFILIATION/PRIORITY	<input checked="" type="checkbox"/>						SGT REED/MPO/5-555
9. DISABLED VETERANS							
a. Disabled Transition Assistance Program (DTAP)			<input checked="" type="checkbox"/>				
b. VA Disability Benefits			<input checked="" type="checkbox"/>				

\* STATUS OF FORCES AGREEMENT LIMITATIONS APPLY FOR OVERSEAS SERVICE MEMBERS



**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 USC 1142, E.O. 9397

**PRINCIPAL PURPOSE:** To record preseparation services and benefits requested by and provided to service member; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation counseling checklist will be maintained in the Service member's official personnel file. Title 10, USC 1142, requires that not later than 90 days before the date of separation, preseparation counseling for Service members be made available.

**ROUTINE USES:** None

**DISCLOSURE:** Voluntary; however, the use of Social Security Number is strictly to assure proper identification of the individual and appropriate records.

As a separating Service member, after receiving basic preseparation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and individual counseling based on the areas of interest you have identified on the checklist. The preseparation checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of an ITP is to identify educational, training, and employment objectives and to develop a plan to achieve these objectives. It is the Military Department's responsibility to offer Service members the opportunity and assistance to develop an ITP. It is the Service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.

**SECTION II - PERSONAL INFORMATION (To be filled out by all applicants)**

10. NAME (Last, First, Middle Initial) <b>HOWARD STEVE C.</b>		11. SSN <b>123-45-6789</b>	12. GRADE <b>O-4</b>
13. SERVICE <b>USAF</b>	14. U.I.C. <b>00099</b>	15. EXPECTED SEPARATION DATE (YYMMDD) <b>931231</b>	16. DATE CHECKLIST PREPARED (YYMMDD) <b>930930</b>

**17. COMMENTS**

Steve intends to relocate to Plattsburgh, NY. He was raised in the area, and wants to work in the local outdoor recreation industry. He went PTBY in July and has several job offers. Spouse (Claire) applied to Plattsburgh State University and was accepted. Referred them to the Education Office for financial aid information. Overall, they seem well prepared and eager to get started!

**SECTION III - ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN**

I was offered preseparation counseling on the above transition benefits and assistance as appropriate. I understand that this preseparation counseling is provided to assist my transition process as required by Title 10, USC 1142. I (accept) ~~decline~~ (strike out appropriate remark) further transition assistance counseling. (If you declined further transition assistance counseling, skip to item 18.) I checked those places where I desire further information or counseling. I have also been advised where to obtain assistance in developing an ITP.

18. SERVICE MEMBER SIGNATURE <b>S. C. Howard</b>	19. DATE OF SIGNATURE <b>Sep 30, 1993</b>
20. TRANSITION COUNSELOR SIGNATURE <b>B. Giel</b>	21. DATE OF SIGNATURE <b>30 Sep 93</b>